

# Section 8 Housing Choice Voucher Program

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# Purpose of the Program

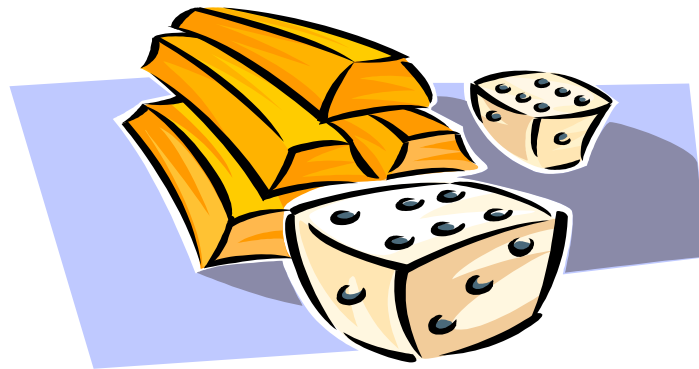
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- To assist eligible low-income households by paying a portion of the rent to the owners/landlords
- To ensure assisted individuals and families reside in decent, safe, and sanitary rental housing

# Funding for the Program

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- Federally Funded
- Disbursed by the U.S. Department of Housing and Urban Development (HUD)



# Regulations for the Program

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- Legislated by Congress
- Interpreted by HUD
- Local laws
- Agency discretion



# Administration of the Program

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- HUD oversight and monitoring
- HUD guidelines and direction
- Administered at local level
  - City agencies
  - County agencies
  - State agencies
  - Other local agencies



# Our Jurisdiction

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- Our jurisdiction covers the unincorporated areas of San Diego County, and 13 incorporated cities: Chula Vista, Coronado, Del Mar, El Cajon, Escondido, Imperial Beach, La Mesa, Lemon Grove, Poway, San Marcos, Santee, Solana Beach, Vista

# Waiting List – Main Point of Entry

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- Applicants place names on waiting list
- Only general information provided
- Wait may be from two – six years or more
- Eligibility determined when names are pulled from waiting list according to date and time of application

# Top priority applicants

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- Applicants must have income of no more than 50% of area median income
- Applicants must reside or work in jurisdiction
- At least 75% admitted must be extremely low income (30% of AMI)
- Applicants must be elderly, disabled, veterans, or have children, or working and/or education history over prior year
- Family must have legal resident



# Information Needed

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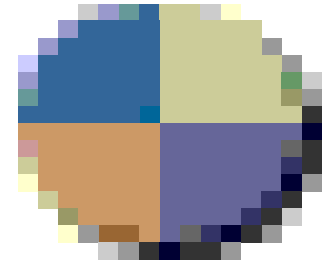


- Applicants must provide proof (documentation) of eligibility criteria
- Applicants may self-certify
- Third party documentation is preferred.



# Eligibility process

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- Interview may be required
- Applicants will complete HACSD forms with all pertinent information
- Applicants will provide all documentation needed to establish eligibility and to compute assistance

# Eligibility process

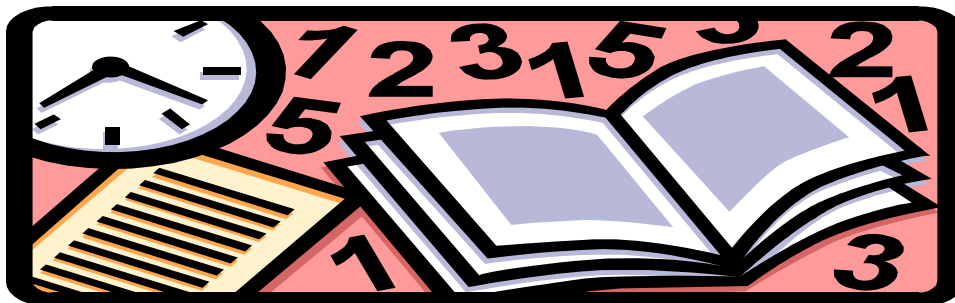
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- Applicants' criminal histories are obtained from sheriff's and reviewed for prohibited activities
- Prohibited forever:
  - Sex offenders registered with state
  - Convicted of manufacture of meth in federally assisted housing

# Examples of Documentation

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- Rent receipt, lease, utility bills, ***to establish residence***
- Copies of birth certificates, social security cards, and picture identification to ***establish identity, age, and children***



# Examples of Documentation

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- Copies of pay stubs, social security benefits statements, CalWorks statements, or other documents, or 3<sup>rd</sup> party certification ***to verify income***
- Supplemental Security Income (SSI) statement, or health professional's statement ***to establish disability***

# Deductions off annual income

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- Elderly/disabled households (head or spouse is elderly/disabled) receive a **\$400** deduction off of gross annual income
- Elderly/disabled households receive deductions for medical expenses that **exceed 3%** of gross annual income

# Deductions off annual income

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- Child care expenses deducted from gross annual income are allowed if they enable an adult to go to work or school, but expenses may not exceed wage income, if they are for work



# Deductions off annual income

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- Handicapped assistance expenses **over 3%** of annual income (when combined with medical expenses) are allowed if needed to allow an adult to go to work
- Each minor, adult who is not head/spouse, or co-head in school full time, or disabled gets **\$480** deduction from gross annual income



# Approval or Disapproval

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- Applicants found not eligible will be notified and advised they may request an informal review to appeal the decision
- Applicants found eligible will be given appointment to attend group briefing

# Briefing



- A 2-4 hour large group briefing is held
- A home briefing may be provided, upon request, to a handicapped applicant

# Purpose of the Briefing

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- Provide program information
- Provide all program rules and regulations participants must comply with and how much rent they may pay
- Provide paperwork and information on how assistance can be started
- Obtain signatures on Housing Choice Voucher

# Purpose of the Briefing

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- Provide information on how applicants may transfer their assistance to areas outside the jurisdiction (portability)
- Provide information on fair housing laws and the forms to file discrimination complaints
- Provide information on low-poverty/minority communities

# After the Briefing



- Families go shopping for a place
- Units must be rent reasonable
- Families must pay at least 30% of their monthly adjusted income for rent/utilities
- Families cannot pay more than 40% of their monthly adjusted income for rent/ utilities

# Initial Approval of Unit

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- Family gets landlord to complete forms
- Unit must be rent reasonable
- Family may not pay more than 40% of their adjusted monthly income for rent and utilities (based on a utility chart) if rent and utilities exceed the payment standard

# Housing Quality Standards

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If unit is eligible for assistance,  
landlord and family are contacted to  
set-up appointment for inspection  
for Housing Quality Standards (HQS)



# Unit Fails HQS

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- Deadline to repair items is given
- A second inspection is conducted upon completion of repairs



# Unit passes HQS

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- Family must enter into a new lease with the landlord for a term of at least six months
- Landlord must enter into a contract with HACSD for the same term as the lease
- We make monthly payments to the landlord for a portion of the rent

# Family responsibilities

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- Family must pay a portion of the rent to the landlord on time
- Family must provide requested security deposit
- Family must maintain unit in move-in condition except for normal wear/tear
- Zero tolerance on family damages

# Family responsibilities

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- Family must report all changes in income, assets, and composition within 14 days
- Family may not vacate the unit without prior notification and approval

# Family responsibilities

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- Family must comply with the lease
- Family must comply with the house rules
- Family must comply with all Section 8 program rules
- Family may not, without prior approval, move someone in

# HACSD Annual Activities

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- Determine eligibility once a year (most initial eligibility criteria no longer applicable)
- Determine unit HQS by inspecting once a year

# Other Activities

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- Process owner requested rent increases
- Lower participant's portion of rent due to an income reduction
- Remove and add people to the household (additions must have owner and HACSD approval, except for birth, adoption, or court awarded custody)

# Other Activities

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- Inspect unit in response to landlord, public, or participant complaints
- Investigate fraud, criminal activity, and program non-compliance allegations
- Monitor contract with owner for compliance

# Other Activities

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- Change payee information
- Terminate participants' participation for program violations, criminal activities, or upon request



# Other Activities

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- Offer an informal hearing to participants whose assistance is being terminated
- A hearing officer will hold the hearing
- A position statement and exhibits are prepared and provided to the appellant and the hearing officer

# Other Activities

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- Notify Landlord/owners of changes in assistance, or action to terminate assistance
- Process transfers from or to other public housing agencies (portability)
- Conduct criminal history checks of new members, upon a complaint, or upon family transfer

# Q & A



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# The End

